

## *Vacancy Details*

**Personnel Notice:**

33-16

**Date Announced:**

3/18/2016

**Closing Date:**

4/18/2016

**Command:**

CMC

**Grade:**

GS-14

**Type:**

Assistant Counsel

We anticipate an immediate opening for a GS-14 level attorney to serve as an Assistant Counsel, Pacific Area Counsel Office (PACO), Okinawa, Japan, with duty location at Marine Corps Air Station (MCAS) Iwakuni, Japan.

PACO is a regional field office of the Office of Counsel for the Commandant, U.S. Marine Corps, Washington, D.C., and the Department of the Navy Office of the General Counsel (OGC). The Office of the Counsel for the Commandant is part of OGC and provides legal advice to the Commandant of the Marine Corps and other senior Marine Corps leadership. PACO is a regional office responsible for providing the full spectrum of legal advice and counsel in accordance with directives governing OGC. PACO provides legal support to the Commanding General, Marine Corps Installations Pacific-MCB Camp Butler Japan (MCIPAC-MCB Camp Butler Japan); the Commanding General, III Marine Expeditionary Force (III MEF); and all subordinate commands and commanders in Japan and the Republic of Korea. The Assistant Counsel reports to the Counsel, PACO, and is under the general supervision of the Office of the Counsel for the Commandant. The incumbent will provide legal advice and assistance to the Commanding Officer, MCAS Iwakuni, and tenant commands at MCAS Iwakuni.

The MCAS Iwakuni Counsel is a non-supervisory position with responsibility for the full range of OGC legal services with special emphasis on overseas environmental and land use law; government contracts and fiscal law; employment and labor law including disciplinary actions, Equal Employment Opportunity matters, grievances, and Merit Systems Protection Board appeals; government information practice including Freedom of Information and Privacy Acts; audits and investigations; nonappropriated funds (NAF) activities; general business issues and other general business law matters; and ethics. The incumbent is also responsible for providing accurate and timely legal advice and training to MCAS Iwakuni personnel on standards of conduct, conflicts of interest, logistical support to non-federal entities, procurement integrity, and post-government employment restrictions. The incumbent must also research and draft legal documents and opinion memos on all significant issues. For additional information on MCAS Iwakuni, please see <http://www.marines.mil/unit/mcasiwakuni/Pages/default.aspx>. For additional information on MCIPAC-MCB Camp Butler Japan and III MEF, please see <http://www.mcipac.marines.mil>.

To be eligible for the GS-14 position, the applicant must have at least three and one-half years of professional,

relevant legal experience. Applicants will be evaluated on the following factors: 1) length of professional legal experience in the OGC practice areas listed above; 2) possess excellent analytical, research, and writing skills; 3) possess excellent oral communication and interpersonal skills; 4) demonstrate an ability to establish relationships and work effectively with senior military and civilian clients, including general officers and members of the Senior Executive Service; and 5) demonstrate an ability to respond quickly, accurately, and creatively in a fast-paced environment with little direct supervision. Familiarity with OGC and the United States Marine Corps is not required, but is desirable. Applicants will be evaluated on the factors set forth in the paragraph above. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel or Law Firm/Office beyond the day to day legal practice is desired.

In addition to the legal experience, skills, and abilities noted above, the successful applicant must have graduated from a law school that is accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET clearance.

Applicants must submit a resume, three legal writing samples that demonstrate analytical and advocacy skills (please include no more than 10 pages each), two most recent performance appraisals, if available; and the names and telephone numbers of at least three references to include current supervisor, unless you request they not be contacted. Attorneys who graduated from law school after 2010 must provide a copy of their law school transcripts including class rank.

Applications and all supporting documents must be sent by electronic mail to Mr. Ralph Littlefield, Counsel, PACO, at [ralph.littlefield@usmc.mil](mailto:ralph.littlefield@usmc.mil). This personnel notice will close at 11:59 PM, EST on April 18, 2016. Applications received after that time and date will not be considered.

If you have questions about this announcement, you may contact Mr. Ralph Littlefield, at [ralph.littlefield@usmc.mil](mailto:ralph.littlefield@usmc.mil) or 011-81-98-970-3823.

Overseas tours in Japan are for three years with the possibility of extending for an additional two-year tour if the attorney desires and OGC and the client concur, consistent with the OGC policy on overseas assignments.

If an employee brings a child to an overseas location and that child is entitled to attend the DoDDS on a space-required basis, the DoDDS and the military department responsible for providing related services will ensure the child, if eligible for special education under DoD Instruction 1342.12, receives a free appropriate public education, including special education and related services.

If an employee brings an infant or toddler (birth through two years of age) to an overseas location, and that infant or toddler, but for age, is entitled to attend the DoDDS on a space-required basis, the military department responsible for providing early intervention services (EIS), will ensure the infant or toddler, if eligible for EIS under DoD Instruction 1342.12, receives the required EIS.

If an employee brings a family member to an overseas location that requires medical or dental care, the employee will be responsible for obtaining and paying for such care. Access for civilian employees and their families to military medical and dental treatment facilities is on a space-available and reimbursable basis only.

Relocation expenses will be paid in accordance with the Joint Travel Regulations. The position includes on-base housing or a significant tax-free living quarters allowance for housing and utility costs that is not reflected in the GS-14 salary range. Applicants currently residing in Japan who apply for this position may or may not be eligible

for overseas benefits and allowances. Under normal circumstances, only applicants hired from stateside locations would qualify for living quarters and transportation benefits/allowances. For more information about allowances visit the Department of State Office of Allowances website at: <http://aoprals.state.gov/>. For current living quarters allowance and post allowance figures, please visit: [http://aoprals.state.gov/web920/location\\_post\\_action.asp?PostName=iwakuni](http://aoprals.state.gov/web920/location_post_action.asp?PostName=iwakuni).

The successful candidate and family will have access to overseas military exchanges, commissaries, and morale, welfare, and recreation facilities. Department of Defense Dependent Schools (DoDDS) are available at no cost for dependents of civilian employees. Civilians also have access to military medical facilities on a space available and pay basis. In addition to annual and sick leave, the successful candidate may accrue home leave and be allowed two free flights per year on military aircraft under the Environmental and Morale Leave program. Base housing may be available (waiting list may apply) in lieu of the tax-free living quarters allowance.

If an applicant is not currently a member of OGC, processing the hiring action can only commence after submission of those items identified in the Documentation Instructions for Hiring New OGC Attorneys found at <http://www.ogc.navy.mil/careers/documentation.aspx>.

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

Reasonable accommodation policy statement:

[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement).

Legal and regulatory employment guidance:

[https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance).

Permanent Change of Station (PCS) funding may be available to those eligible.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.